

DEPARTMENT OF THE AIR FORCE
Headquarters Air Force Systems Command
Andrews Air Force Base, Washington DC 20331

AFSC SUPPLEMENT 1
AFR 11-4
23 August 1972

Administrative Practices

HOST-TENANT SUPPORT RESPONSIBILITIES OF USAF ORGANIZATIONS

AFR 11-4, 11 December 1970, is supplemented as follows:

1b(2) Forward requests for guidance/interpretation, in writing, to AFSC/LGX.

1c. Forward recommendations, in writing, to AFSC/LGX.

3f. AF Form 149 is required if other than normal support is to be provided by the host AFSC activity or if requested by the tenant.

4b. Where the AFSC activity is host to an off-base activity, the support agreement will include specific statements on methods to be used to furnish emergency medical/fire protection support to the off-base unit.

4c. Units and activities not specifically identified in the USAF PD will carry the same precedence rating as their parent unit.

4f. Each AFSC activity serving as the host will establish an agreements suspense system to ensure that timely positive action is taken to accomplish the required annual review. The annual review will be initiated at least 60 calendar days before the agreement anniversary date. If, as a result of the joint review, no changes are required, an updated copy of AF Form 149 will be completed and forwarded to arrive at AFSC/LGX within 10 calendar days following the anniversary date. Distribution of the new AF Form 149 will be the same as for the original agreement. When revisions are made, timing and distribution will be the same.

4.1 AFSC Form 123, Activities Supported. Each AFSC host activity will prepare AFSC Form 123 in triplicate and forward the original and one copy to AFSC/LGX by the 15th day following the specified "as of" dates listed below. RCS: SYS-LGX(SA)7201 is assigned this report. Details for completing the form are contained in table 1. All activities being supported (that is, AFSC, Air Force, other Services, Federal, State or local government, or contractors) will be reported semiannually, as of 30 June and 31 December, regardless of whether a formal agreement exists with the tenant activity. Any significant changes to authorized strength will be submitted

quarterly to AFSC/LGX by letter. Negative reports are required; use AF Form 74, Communication Status Notice/Request.

5b. Any requested support function which cannot be clearly identified with a specified functional account code and title (see attachment 1) will be identified and entered as an "XX" entry in AF Form 149, section V. A full description of the kind and scope of the task, as well as specific host-tenant responsibilities, will be included in the attachment to the agreement.

5e(Added). Exploratory/Advanced/Engineering Development or Systems Programs. An AFSC task force detachment may be established to carry out systems program responsibilities during construction, installation, checkout, update, or related program activities (AFR 800-2). If support is to be provided to the task force by another Air Force activity, a support agreement is required. Occasionally, an AFSC contractor will be the tenant and an agreement is also required in such instances (AFR 400-30). In either case, the responsible AFSC field command will initiate, negotiate, and approve the required agreement with a separate annex to incorporate support for contractor personnel. Care must be exercised to ensure that this annex is not interpreted as a contractual document.

6a. DCS/Logistics (LG) is designated as the HQ AFSC OPR and the Command approving authority for support agreements.

(1) AFSC field command and laboratory OPRs will monitor, staff, coordinate, negotiate, and maintain a file on all agreements. The OPR will serve as the single point of contact for support agreements in his activity. The OPRs name, office symbol, and telephone number will be provided to AFSC/LGX and will be maintained on a current basis.

(2) When the host and tenant cannot agree on support arrangements and further negotiations are fruitless, the field command or laboratory will forward to AFSC/LGX a detailed statement concerning the disagreement, the positions of both parties, and recommended solutions. HQ AFSC(LGX) will staff the problem and forward the command decision.

7b(1) The servicing HQ AFSC Management Engineering Team (MET) will determine the necessity for a manpower annex based on workload data furnished by the agreements OPR and using Air Force determinants for assessing support manpower efforts. The MET will complete the required annex if the

Supersedes AFR 11-4/AFSC Sup 1, 31 December 1970.

OPR: LGX

DISTRIBUTION: S; X:

HQ USAF/PRMMA 1

TABLE 1	
INSTRUCTIONS FOR PREPARING AFSC FORM 123, ACTIVITIES SUPPORTED	
General Information	
1. All supported activities, whether included in, or exempted from formal support agreements of various types, that receive logistical or administrative support will be reported.	
2. Enter additional or clarifying information related to the reported activity on the lines below the required data.	
3. Classification. If classified see AFR 205-1.	
A	B
Col	Enter
A	Self-explanatory.
B	Appropriate location code from AFM 300-4, if the supported activity is off base.
C	Specific organization nomenclature of the supported activity. Group supported activities into four general categories; that is, DOD activities supported, other Federal activities supported, contractors supported, and other activities supported. Each group will be arranged chronologically according to the time phasing in column K.
D	Self-explanatory.
E-H	For all DOD and other Federal agencies supported. Contractors and other activities may be omitted.
E-H	Tenant strength agreed upon to be supported as per the support arrangements.
I	Date the agreement or the most current amendment was approved.
J	Date of the last agreement review completion with the supported activity.
K	Time phasing of the supported activity by fiscal quarters. Prefix the dates with "indefinite," "start," or "end," as applicable, and arrange chronologically as per instructions for column C above.
Include a recapitulation of activities supported to show	
A	B
Col	Enter
E-H	Total authorized strengths of DOD and other Federal activities supported.
H	Total assigned strengths of
	a Contractor activities supported.
	b Other activities supported.
	From. AFSC field command or laboratory identification and office symbol of the OPR.

proposed agreement imposes an additive workload of 1 or more man-years from the AFSC organization or its contractor. The proposed agreement will reflect the total man-year effort involved. Joint servicing or manpower transfer arrangements will not be included.

(a) The manpower annex is an AFSC appendage to the basic agreement used for management review purposes. It is not subject to host-tenant negotiations and not intended to serve as the basis for gaining additional manpower allocations or transfers. Tenant completion of the basic agreement will not be

construed as approval of the manpower annex. The annex is required regardless of actual manpower authorized the AFSC activity through manpower determinant procedures, joint servicing arrangements, or intraservice transfer of manpower spaces.

(b) The annex format will reflect the "as of" date; functions to be supported by function title or task title used in the agreement (AFM 300-4 function account codes where applicable); man-years by function or support task involved; and total man-years of support effort provided. If partial

23 August 1972

AFR 11-4/AFSC Sup 1

3

support is provided by contract the annex will indicate what portion of each specific task or function will be provided and show the number of personnel to be added to the contract due to the proposed agreement and the number of spaces to be funded by the tenant. If complete manpower support is to be provided by contract, indication of personnel allocated to each task or function is not required. In such instances, show total contractor personnel being added and the portion, if any, to be funded by the tenant. The functional OPR and the administrative contracting officer will furnish the required contractor personnel entries for the annex to the MET including details on the methods/standards used to evaluate the additional contractor workload.

(c) During the required annual agreement review, the MET will determine if revisions to the manpower annex are required due to changed support arrangements or based on past experience under the agreement. This validation will be made before final coordination of the annual review. A revised manpower annex will be prepared when and if the agreement is changed and when such change affects more than 1 man-year of effort. If no changes are made to the annex, it will be annotated "annual review completed" and redated.

9. AFSC field commands and laboratories (either host or tenant) are authorized to negotiate and approve support agreements as well as memorandums or letters of understanding which cover support from authorized, approved, and available resources without further HQ AFSC approval. This authority may be further delegated except when squadrons or other echelons are operating aircraft or highly technical equipment. Negotiations in such instances will normally commence 1 year before activation or movement of the units concerned. Earliest possible action is required to ensure completion of and programming for support resources before the actual unit activation or movement. Agreement approval authority includes the authority for direct communication with lateral or lower level echelons, as necessary, to enter into support negotiations. HQ AFSC retains final approval authority only where the parent MAJCOM of the other party involved retains final approval authority or when, as host, insufficient AFSC resources are available to provide the support as specifically documented. Agreements will not be negotiated for support of unprogrammed missions without prior specific HQ AFSC approval. All requests received from other than AFSC activities to survey AFSC facilities or available resources for unprogrammed missions will be forwarded to AFSC/DO for review and approval. In either case, one advance copy of the draft agreement, plus a copy of the transmittal letter to the tenant approval authority will be forwarded to AFSC/LGX to expedite the approval cycle.

9a. Where an AFSC activity is the host, the support agreement will include a funding annex (AFSCM 170-9) as part of the basic agreement. The annex will

outline the specific items and services for which reimbursement is anticipated. The comptroller will review all agreements during the coordination cycle and be furnished a copy of each completed agreement. Where AFSC is the tenant, use of a funding annex is encouraged to eliminate any questions as to budget/funding responsibilities.

9b. AFSC/LGX will be provided one copy of all agreements, memoranda, or letters of understanding approved by the field commands and laboratories.

9c. When an AFSC field command or laboratory provides support to another AFSC activity, support agreement is required except where support is to be provided for less than 1 year or involves less than 20 personnel. Such agreements and revisions are approved at the lateral level provided:

(1) No duplication of functions, manpower, or facilities is involved.

(2) No unauthorized changes in funding, manpower, or facilities are required.

(3) No deviations from this regulation or any other Air Force or AFSC directive/policy are imposed.

(4) AFSC/LGX is provided a copy of all such agreements and notified promptly when terminated.

11. Functional elements of AFSC tenant activities which might be considered duplicative of the host functions or capabilities will be brought to the attention of the HQ AFSC staff OPR for the functional area involved. A copy of the correspondence will be provided AFSC/LGX.

11a(1) The justification will include, as a minimum:

(a) An economic analysis and presentation of alternatives.

(b) The alternative costs to accomplish the function to include manpower, equipment, facilities, administrative, and all other identifiable cost elements.

(c) The estimated effectiveness and mission impact of each alternative considered.

(d) The effects upon Air Force personnel which may be imposed through consolidation (that is, retention, bachelor and family housing, dining and personnel services, or distances to support services).

Attachment 1:

NOTE: When an AFSC activity is the host, enter "XX" in AF Form 149, section V, for functional codes 41XX Base Supply and 44XX Civil Engineering. The support responsibilities of the host and tenant for both of these functional codes is supplemented and will appear in attachment 1 to the agreement as follows:

41XX BASE SUPPLY

Host:

3) (Added). Receive, establish, and maintain accountability for and issue all supplies and equipment procured or obtained by the tenant through other than the Chief of Supply function.

Tenant:

4) (Added). Provide to the Chief of Supply function all receipt documentation for supplies and equipment procured or obtained by/from other than the host Chief of Supply function.

44XX CIVIL ENGINEERING

Host:

3) Process AF Forms 332, Work Requests, forwarded for action and identification of reimbursable elements. Each AF Form 332 will be validated by the tenant real property custodian.

Tenant:

4) Forward AF Forms 332 to host for action after validation by the designated real property custodian.

5) Appoint a real property custodian for all assigned buildings and facilities. Furnish name, office symbol, and telephone number to the host real property management office. Before clearing the base, the designated custodian will transfer respon-

sibilities to a replacement and notify the host real property manager accordingly.

Attachment 2:

1. When an agreement is reaccomplished, place an "X" in the "Revision" box and the statement "This supersedes agreement dated (insert date)" in section III.

Section I: Send a copy of each signed support agreement to the comptroller and the base civil engineering real property management office of the AFSC host activity providing the support.

Section VI: Where an AFSC organization is the host, include in all agreements a brief statement of the tenant unit's mission; a list of the tenant units, indicating manpower authorizations for each by separate officer, airman, and civilian totals, and grand total; a list of buildings and facilities charged to the tenant (both on- and off-base, by facility number, with square footage) and use indicated for each as validated by the real estate management office and real property custodian of the tenant organization; vehicle requirements of tenant, both host-owned and tenant-owned; and any other appropriate factors.

OFFICIAL

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